



CHADWICK
RESIDENCE
live - learn - grow

Job Description

Resident Advisor: PT/Relief (Mostly evening & weekends)

Reports directly to: Senior Resident Advisor

Primary responsibility: Maintain security and upkeep of facility and service delivery to homeless women and children working toward increased self-sufficiency and the obtaining and maintaining of permanent housing.

Principal Duties:

- ❖ Maintain security of the residence and residents ensuring adherence to agency policy and procedure
- ❖ Oversee residents housekeeping responsibilities
- ❖ Ensure compliance by residents to program policy and procedures
- ❖ Facilitate emergency assistance as needed in compliance with agency policy and procedure
- ❖ Ensure effective verbal and written communication of necessary information to appropriate staff members per agency policies and procedures
- ❖ Provide informal independent living skills teaching, role modeling, and coaching
- ❖ Assist with the overall maintenance and upkeep of the facility by cleaning, organizing and completing other household tasks as needed and assigned
- ❖ Ensure all janitorial supplies are stocked and available to staff and residents
- ❖ Assist with clerical tasks as assigned
- ❖ Answer the agency phone professionally in a timely manner
- ❖ Maintain all assigned paperwork per agency policy and procedure
- ❖ Facilitate community support through adherence to the agency's donation policy and procedure
- ❖ Assist with residence coverage in crisis/emergency situations
- ❖ Maintain confidentiality as appropriate
- ❖ Assist with specific projects and events as assigned
- ❖ Represent the agency, program and client population in a professional manner in the community
- ❖ Ensure continued professional development through supervision, staff meetings, and trainings

Dimensions:

- ❖ High school diploma, and work experience in a not for profit organization preferred. Effective oral and written communication skills. Physical capacity to lift up to 40 lbs. Acceptable background checks relating to criminal history, child abuse and neglect. Completion of required trainings as scheduled.